

Approved
July 1, 2017

**Governing Documents Committee
Minutes for 6 May 2017
Pool Pavilion
9:00 a.m.**

1. Call Meeting to Order.

Meeting was called to order at 9:00 a.m. by Chair Lee Krimm.

Present were members Connie Baldin (Vice Chair), Richard Ballard, Lee Krimm (Chair), Finn Myggen, Richard Throckmorton, Grace Wollemann (Secretary), liaison John Cantley and guests, Bill Lewis II, Brooke Mark and Bryan Skelly.

2. Approval of minutes for 1 April 2017 meeting.

MOTION by Connie Baldin, **SECONDED** by Finn Myggen to approve the minutes of April 1, 2017. **MOTION** carried unanimously.

3. Rule 3.10

The governing documents committee agreed with the following if legal concurs:

3.10 Abusive, bullying, threatening and/or harassing language directed at staff or members is not allowed at any time or place within the community. **No filming or picture taking of any kind shall be conducted of PMCPOA staff by members or guests without staffs written permission.** In addition, drunkenness, threatening action or behavior will not be permitted on Association property at any time.

ACTION: Chair Krimm to send to board and request check with legal and see if this agrees with current law.

4. Association Rule Article 11, Equestrian

Chair Lee Krimm read a request from the board regarding Association rule article 11 and found the rule did not read as stated in email request and therefore this was a non issue.

5. Business Policies and Procedures to be reviewed

A-10	Membership Carding	Rory Worster
H-2	Rules of Procedure	Finn Myggen

Discussion ensued regarding H-2. Governing documents committee discussed whether renters, tenants or guests should be allowed at board meetings. Three versions of H-2 were discussed regarding this issue and governing documents members decided to not address this issue in the H-2 policy.

ACTION: Board liaison John Cantley to discuss with board and possibly legal if the Association permits renters to speak at board meetings. If so, does this open up meetings to guests not associated with the Association, or members-not in good standing.

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ACTION: Grace Wollemann to send H-2 to Chair Lee Krimm to compare updated H-2 to the original.

H-3	Open Board Meeting Minutes	Connie Baldin
H-3B	Executive Board Meeting Minutes	Connie Baldin
H-4	Reimbursement for Director's Expenses	Lee Krimm
H-5	Legal contact	Lee Krimm
H-5B	Legal Contact II	Lee Krimm
H-10	Alternative Dispute Resolution	Richard Throckmorton
H-11	Board Interaction with Employees	Richard Throckmorton
D4	Quarterly Financial Review	
D-5	Purchasing-General	
D-5A	Purchasing-Office	
D-10	Records Retention	
D-11	Member Addresses	
D-13	Purchase Orders	
D-14	Check Cashing	
B-1	Contracting	Lee Krimm/Grace Wollemann
B-15	Policy On Employee Discussions	Grace Wollemann
B-16	All Hands meeting	Grace Wollemann
B-17		Grace Wollemann
B-18		Grace Wollemann
C-6	Website	John Cantley

6. Governing Documents Committee Charter

Discussion ensued regarding the governing documents committee charter was not followed by the board. The petitioned bylaws were not presented to the governing documents committee for review. Therefore, the governing documents committee requests that the board follow the governing documents committee charter.

ACTION: Chair Lee Krimm to present this issue to the board.

7. Completed

A-1	Association Policy & Procedure Admin	Completed 05/2015
A-2	Project Review	Completed 06/2015/ Revised 06/2016/Revised 03/2017*
A-2	Project Review Form	Completed 01/2017*
A-8	Member Carding	Completed 12/2016*
A-9	Charitable Contributions	Completed 05/2015 Revised 02/2017*
A-11	Hearings Before the Board	Completed 06/2016*

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A-12	Access to Records w/o the form	Completed 09/2015 Revised 02/2017*
A-12	Access to Records Form	Deleted as a stand-alone document
A-14	Planting of Memorial Trees	Completed 05/2015*
A-14-1	Planting of Memorial Trees Form	Deleted as a stand-alone document
A-15	Election procedures	Completed 02/2016*
B-4	New Employee Hiring	Completed 07/2016
B-10	Time Cards	Completed 07/2016
B-11	Call Back/Call Back Pay	Deleted. Policy no longer used.
C-1	Communication	Completed 10/2015 Revised 02/2017*
C-2	Condor (Monthly Newsletter)	Completed 10/2015 Revised 02/2017*
C-3	CCC Box	Completed 02/2016 Revised 02/2017*
C-5	Bulletin Boards	Completed 02/2016 Revised 02/2017*
C-7	E-mail and Written Communication to the Board	Completed 03/2016 Revised 03/2017*
C-8	Electronic Signs	Completed 03/2016 Revised 03/2017*
D-15	Major Expenditures	Completed 11/2016*
D-16	Contracting	Completed 11/2016*
E-2	Sales of Expense Items	Completed 02/2017*
E-6	Bad Debt Expense	Completed 02/2016*
E-11	Expenditure Authorization	Completed 11/2016*
E-14	Annual Plan (Budget) Process	Completed 06/2016*
E-23	Return Check Policy	Completed 11/2016*
E-27	Association Capitalization Policy	Completed 11/2016*
H-1	Board of Directors Meetings	Completed 12/2016* Revised 04/2017

*Submitted to the board

7. Adjournment.

MOTION by Finn Myggen, **SECONDED** by Grace Wollemann to adjourn at 11:33 a.m.
MOTION carried unanimously.

The next governing documents committee meeting will be held at **9:00 a.m. on June 3, 2017 in the Pool Pavilion.**

Grace L. Wollemann
Secretary, Governing Documents Committee